

Co/op Salary Range Form

_____ has applied to the Co-op/Intern posting and submitted the required documentation for review. Please use the guideline below to determine the Co-op/Intern's salary:

Salary Range Guide

High School

\$7.250 - \$8.338 (Hourly)
\$1178.14 - \$1354.94 (Monthly/37.5 hour work week)
\$1256.68 - \$1445.26 (Monthly/40 hour work week)

If the prospective co-op/Intern identified is a high school student, agencies must use this salary option. Please list the salary to be paid _____. Submitted by _____.

Undergraduate

\$8.845 - \$10.172 (Hourly)
\$1437.40 - \$1652.96 (Monthly/37.5 hour work week)
\$1533.14 - \$1763.16 (Monthly/40 hour work week)

If the prospective co-op/Intern identified is enrolled full-time at an accredited Kentucky post-secondary school or other educational institution approved by the Kentucky Personnel Cabinet, agencies must use this salary option. Please list the salary to be paid _____. Submitted by _____.

Undergraduate (with difficult to recruit major) OR Graduate

\$10.072 - \$12.308 (Hourly)
\$1739.08 - \$2,000.06 (Monthly/37.5 hour work week)
\$1855.02 - \$2133.40 (Monthly/40 hour work week)

- If the prospective co/op intern identified is in an undergraduate program with a *difficult to recruit major*, agencies may request this option. Salary justification must be included. Please provide justification with regards to the reason(s):
_____.

Please list the salary to be paid _____. Submitted by _____.

- If the prospective co-op/Intern identified is enrolled full-time as a graduate student at an accredited Kentucky post-secondary school or other educational institution approved by the Kentucky Personnel Cabinet, agencies must use this salary option. Please list the salary to be paid _____. Submitted by _____.

Please provide the requested information in the appropriate field and return. Agencies must receive approval from the Co/op intern Coordinator **prior** to entering the action into the worklist.

Rebekah Singleton
Department of Personnel Administration
Division of Career Opportunities
State Office Building, 1st Floor
501 High Street
Frankfort, Kentucky 40601
(502) 564-0512 (Fax)
E-mail: rebekah.singleton@ky.gov